



IMG Psychiatry Induction Outline

Week 1	Flight to Scotland – Met at Airport by NHS Fife Representation and accompanied to accommodation
	Tour of Accommodation and Local Area (Bus and Train Stations, Opticians, Closest Supermarket, Place of Worship etc)
	Attend Occupational Health Appointment at NHS Fife.
	Issued with Accommodation Information Pack and Keys
	Issue Travel Pass, WiFi Access, SIM Card and UK Number and Food Welcome Pack
	Complete G.P. Registration Form
	Shown Kirkcaldy Health Centre – if need to see a G.P. prior to registration
	Download Bus and Train Apps
	Emergency Services Details Provided
Week 2	Open Bank Account – HSBC Bank
	Apply for National Insurance Number
	Register with Dentist
Week 3	Commence Employment with NHS Fife (salary will be paid from this date)
	Complete Staff Engagement Form (Start Form)
	Provide Pay and Tax Information
	Commence Completion Relocation Expenses
	Tour of Hospital
	Meet with Chaplin Services
	Commence Corporate and Local Induction